

Professional and Managerial Branch
Engineering Group
Registered Engineer Series

MECHANICAL ENGINEER IV

09/89

CHARACTERISTICS OF THE CLASS:

Under general direction, is responsible for the managerial and technical energy and utility management functions of the City; performs related duties as required.

EXAMPLES OF DUTIES:

Develops, implements and manages the energy management and utility conservation program for City owned buildings, structures and grounds; establishes design criteria and parameters for mechanical equipment; plans, prepares, submits, coordinates and administers Federal and State energy grants; plans, prepares and coordinates energy and utility studies and makes recommendations; advises other departments in the development and evaluation of utility budgets; develops, recommends and assures implementation of energy and utility conservation policies and procedures; develops and maintains energy and utility management data bases and information systems; prepares scope of work and cost estimates; as assigned makes recommendations; in negotiations of contracts for consulting engineering and other services.

Performs and coordinates engineering services concerning maintenance, repair, modification, improvement and operation of City owned facilities; performs, coordinates and directs mechanical engineering design on projects designed by the Engineering Department and/or consultants; supervises and inspects City buildings to determine condition of mechanical system, such as heating, ventilating, air conditioning and other equipment; assures compliance with established safety practices and procedures; assures that contracted work is performed as stipulated in the contract.

Maintains records of maintenance and repair work performed; plans and schedules preventive maintenance and major repairs of mechanical equipment; prepares recommendations for major repairs or replacement of existing equipment; prepares specifications for the purchase of mechanical equipment; reviews bids on new mechanical equipment; represents the City at public meetings.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance; complies with and enforces safe working practices and procedures; maintains records and prepares reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Mechanical Engineering and six years of professional mechanical engineering experience, including two years experience as a registered professional engineer; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of mechanical engineering principles and practices; comprehensive knowledge of heating, ventilating, air conditioning, heat transfer and steam, water and sanitary piping systems; comprehensive knowledge of the methods, materials, tools and equipment of mechanical systems; comprehensive knowledge of mechanical engineering design; comprehensive knowledge of energy conservation methods, techniques and procedures; comprehensive knowledge of cost determination techniques; considerable knowledge of supervisory methods, standards of conduct and work attendance; considerable knowledge of safe working practices and procedures; considerable knowledge of the use of computer-aided drafting and design (CADD) systems.

Ability to plan, organize, implement and supervise a comprehensive energy management program; ability to determine project costs; ability to interpret plans and identify defects; ability to supervise, train and evaluate assigned personnel; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office, field and construction site environment; operate a motor vehicle through city traffic.

Special Requirements: Subject to on-call during non-working hours and mandatory overtime during periods of Public Works Emergency Operations.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent license issued by another state; registration as a Professional Engineer in the State of Texas.

Director of Personnel

Department Head

OFFICIAL